

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SERVICE**

**MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)
Federal Supply Group: 874
Class: R499**



Global Systems & Strategies, Inc.

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Small Woman-Owned Business

Contract Number: GS-10F-0366U

Supplement Number: 1 – September 18, 2008

Period Covered by Contract: September 18, 2008 - September 17, 2013

Special Item Numbers:

874-1/1RC – Consulting Services

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the options to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAdvantage.gov. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

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SECTION 1. GENERAL INFORMATION

GSS, a small, woman-owned business, has been providing specialized consulting and support services to the Government since 1983. We have performed successfully on more than 200 distinct classified and unclassified contracts for various DoD, Intelligence, and Civilian agencies as both a prime and a subcontractor and we are proud of our demonstrated ability to provide outstanding value on every engagement – more than 92% of our business is from repeat customers. We have in place the required processes to carefully manage our work and our staff, to ensure the quality of our work, and to maintain compliance with security, and clearance requirements as applicable.

GSS has been supporting clients with mission oriented business services since its inception in 1983. We offer a broad range of services and solutions that we tailor to meet the needs of specific agencies. Our services include consulting and implementation support in the following areas: strategic business planning; program and project management and integration support; acquisition support; process and productivity improvement; compliance; systems design and alignment; organizational effectiveness and improvement; performance measures and indicators; business area assessments and evaluations; and customized training.

Our clients for these and other services include the following: Army, Commodity Futures Trading Commission (CFTC), Centers for Medicare & Medicaid Services (CMS), Commerce, Defense Finance and Accounting Service (DFAS), Department of Homeland Security (DHS), Data Integrity Security Administration (DISA), Department of State, Diplomatic Security, Food & Drug Administration (FDA), DHS Information Analysis and Infrastructure Analysis (IAIP), the Joint Chiefs of Staff (JCS), Navy, National Oceanic Atmospheric Administration (NOAA), Nuclear Regulatory Commission (NRC), National Security Agency (NSA), Office of Naval Research (ONR), Social Security Administration (SSA), DHS US-VISIT.

SECTION 2. INFORMATION FOR ORDERING OFFICES

1. Special Item Numbers.

SIN 874-1 Consulting Services

The following SINs are incorporated to include Recovery Purchasing:

SIN 874-1RC Consulting Services

2. Maximum Order.

\$1,000,000. The maximum deliver/task order limit for this contract is \$1,000,000. Agencies may place, and GSS may agree to, orders exceeding this limit in accordance with FAR 8-404.

3. Minimum Order.

\$100. The minimum order under this schedule is \$100. GSS is not obligated to accept orders that fall below this threshold.

4. Geographic Coverage.

Prices offered in this schedule are applicable to the United States.

5. Point of Production

Greater Washington, DC Metro Area

6. Discount from list prices or statement of net price.

As negotiated and mutually agreed to for each individual delivery/task order.

7. Quantity Discounts.

Government net prices include discounts already deducted.

8. Prompt payment terms.

None

9. Credit Card.

Government Commercial Credit Card accepted for all purchases.



10. Foreign Items.

None

11. Time of Delivery.

- a. The period of performance and completion of all deliverables shall be as negotiated and mutually agreed to for each individual delivery/task order.
- b. Expedited Delivery, Overnight, and 2-Day Delivery. As negotiated and mutually agreed to for individual delivery/task orders.
- c. Urgent Requirements. The ordering agency will determine the specific delivery time.

12. F.O.B. Point.

Destination

13. Ordering Address.

Global Systems & Strategies, Inc.
13512 Hunting Hill Way
N. Potomac, MD 20878
301-926-7610
301-926-3704 Fax
WWW.GSS-INC.COM

Ordering procedures for services and Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-1,2,3.

14. Payment Address.

Global Systems & Strategies, Inc.
13512 Hunting Hill Way
N. Potomac, MD 20878

15. Warranty Provision.

GSS warrants that the services provided will satisfy the requirements of the task orders obtained through this schedule.

16. Export Packing Charges.

Not Applicable

17. Terms and Conditions of Government Purchase Card Acceptance.

GSS will accept Government Credit Cards, however, no discount for their use will apply. Terms and conditions of acceptance will be in accordance with the Government Commercial Credit Card Program Guidelines. The Ordering Agency shall provide the card number and expiration date.

18. Terms and Conditions of Rental, Maintenance, and Repair.

Not Applicable.

19. Terms and Conditions of Installation.

Not Applicable.

20. Terms and Conditions of Repair Parts indicating date of parts price lists and any discounts from list prices (if applicable).

Not Applicable.

20a. Terms and Conditions for Any Other Services (if applicable).

Not Applicable.

21. List of Service and Distribution Points.

Not Applicable.

22. List of Participation Dealers.

Not Applicable

23. Preventative Maintenance.

Not Applicable

24. Special Attributes such as Environmental Attributes. Section 508 Compliance.

Not Applicable

25. DUNS Number

GSS' DUNS number is 621210400

26. Notification Regarding Registration in Central Contractor Registration (CCR) Database.

GSS is registered in the CCR database.

SECTION 3. MOBIS SERVICES

SIN 874-1 & SIN 874-1RC - CONSULTING SERVICES

GSS provides a suite of management, organizational, and business improvement consulting services appropriate for MOBIS requirements including expert advice, assistance, guidance, or counseling in support of agencies management, organizational, and business improvement efforts. Our comprehensive understanding and awareness of evolving legislative and regulatory policy, government and industry trends, and emerging technology allows us to provide expertise to Government agency's organizations, programs and their missions. Our services include Program/Project Planning and Evaluation, Organizational Analysis and Design, Technology Planning and Project Management, Strategic Planning, Business Process Improvement, Strategic Systems Planning, Management Consulting and Strategic Planning, Strategic Systems Planning, and Analysis, Specialized Analysis, Studies and Reports.

GSS has been key to the success of our clients missions by providing quality, timely, and efficient support. Examples of our consultation services include but are not limited to: Strategic business and action planning; high performance work; process and productivity improvement; leadership systems; organizational assessments; performance measures and indicators, program audits, evaluations, and customized training; compliance with evolving legislative and regulatory policy.

SECTION 4. LABOR CATEGORY DESCRIPTIONS

A description of each type of MOBIS service offered under SINs 874-1/IRC follows. For each skill available, there is a job title; the minimum/general experience; functional responsibility; and minimum education.

PROGRAM MANAGER

Minimum/General Experience: Greater than eight (8) years of management experience, including at least three (3) years applicable experience in a program or project management capacity.

Functional Responsibility: Responsible for planning and executing a program/project. This includes forecasting, executing, and tracking of financial budgets, activity schedules, resources, and functional activity. Responsibilities also include development and execution of action plans, decision-making, and problem solving. This position is responsible for getting work done in the project/program, including management and control of: change, processes, and communications, both oral and written.

Minimum Education: A Bachelors degree in a functional or business discipline or equivalent experience using program/project management theory and principles is required for this position.

PROJECT MANAGER

Minimum/General Experience: Greater than five (5) years of management experience, including at least one (1) year of applicable experience in a program or project management capacity.

Functional Responsibility: Responsible for planning and executing a project, typically with a defined scope and specific deliverables, as well as for providing direct functional project support. Management activity includes forecasting, executing, and tracking of financial budgets, activity schedules, resources, and functional activity. Responsibilities also include development and execution of action plans, decision-making, and problem solving. This position is responsible for getting work done in the project, including management and control of: change, processes, and communications, both oral and written. May serve as the lead for specific activities on the project.

Minimum Education: A Bachelors degree in a functional or business discipline or equivalent experience using project management theory and principles is required for this position.

SUBJECT MATTER EXPERT – LEVEL 1

Minimum/General Experience: Greater than three (3) years of experience in a functional area of expertise, including at least one (1) year of specialized, applicable expertise.

Functional Responsibility: Provides expert consultative support to a functional area of the project. Develops solutions to complex problems. Works closely with functional analysts and management to identify the best solutions to functional and business issues.

Minimum Education: A Bachelors degree in a functional discipline or equivalent experience using industry best-practices or theory and principles is required for this position.

SUBJECT MATTER EXPERT – LEVEL 2

Minimum/General Experience: Greater than four (4) years of experience in a functional area of expertise, including at least two (2) years of specialized, applicable expertise.

Functional Responsibility: Provides expert consultative support to a functional area of the project. Develops solutions to complex problems. Works closely with functional analysts and management to identify the best solutions to functional and business issues.

Minimum Education: A Bachelors degree in a functional discipline or equivalent experience using industry best-practices or theory and principles is required for this position.

SUBJECT MATTER EXPERT – LEVEL 3

Minimum/General Experience: Greater than five (5) years of experience in a functional area of expertise, including at least two (2) years of specialized, applicable expertise.

Functional Responsibility: Provides expert consultative support to a functional area of the project. Develops solutions to complex problems. Works closely with functional analysts and management to identify the best solutions to functional and business issues.

Minimum Education: A Bachelors degree in a functional discipline or equivalent experience using industry best-practices or theory and principles is required for this position.

SUBJECT MATTER EXPERT – LEVEL 4

Minimum/General Experience: Greater than six (6) years of experience in a functional area of expertise, including at least three (3) years of specialized, applicable expertise.

Functional Responsibility: Provides expert consultative support to a functional area of the project. Develops solutions to complex problems. Works closely with functional analysts and management to identify the best solutions to challenging functional, business, performance, and compliance issues.

Minimum Education: A Bachelors degree in a functional discipline or equivalent experience using industry best-practices or theory and principles is required for this position.

JUNIOR ANALYST

Minimum/General Experience: Greater than two (2) years of experience performing functional analysis in an applicable business area. Has familiarity with applicable business processes and tools.

Functional Responsibility: Provides support on clearly defined assignments. Assists in the analysis of business requirements and processes and helps to identify process improvements to better meet agency objectives. Supports business analysis, planning and evaluation, organizational analysis and design, technology project planning and evaluation, and strategic management planning and analysis.

Minimum Education: An Associates degree in a functional discipline or equivalent experience using business analysis theory and principles is required for this position.

ANALYST

Minimum/General Experience: Greater than four (4) years of experience performing functional analysis in an applicable business area. Has familiarity with applicable business processes and tools.

Functional Responsibility: Provides direct support on a variety of business analysis assignments. Performs analysis of business requirements and processes and helps to identify process improvements to better meet agency objectives. Provides consulting support in the areas of business analysis, planning and evaluation, organizational analysis and design, technology project planning and evaluation, performance measures and indicators, and strategic management planning and analysis. Conducts applicable studies and analysis targeted at improving the effectiveness and/or efficiency of agency operations in a variety of disciplines.

Minimum Education: A Bachelors degree in a functional discipline or equivalent experience using business analysis theory and principles and providing applicable consulting services is required for this position.

SENIOR ANALYST

Minimum/General Experience: Greater than six (6) years of experience performing functional analysis in an applicable business area. Has expertise with applicable business processes and tools.

Functional Responsibility: Provides direct support on a variety of business analysis assignments. Performs analysis of business requirements and processes and helps to identify process improvements to better meet agency objectives. Provides consulting support to senior management in the areas of business analysis, planning and evaluation, organizational analysis and design, technology project planning and evaluation, performance measures and indicators, and strategic management planning and analysis. Conducts applicable studies and analysis targeted at improving the effectiveness and/or efficiency of agency operations in a variety of disciplines.

Minimum Education: A Bachelors degree in a functional discipline or equivalent experience using business analysis theory and principles and providing applicable consulting services is required for this position.

DOCUMENTATION SPECIALIST

Minimum/General Experience: Greater than two (2) years of experience in preparing and maintaining documentation. Competent to work at a high level of all phases of documentation. Strong writing and formatting skills.

Functional Responsibility: Working under general direction, prepares and/or maintains reports, analyses, and other business or functional documentation, procedures, and methods. Maintains an up-to-date internal documentation library. Provides or coordinates special documentation services as required. May act as project leader for large documentation jobs.

Minimum Education: An Associates degree in a functional discipline or equivalent experience providing technical or business writing and documentation support.

ADMINISTRATIVE SPECIALIST

Minimum/General Experience: Greater than one (1) year of general administrative support experience.

Functional Responsibility: Provide general administrative support such as word processing, filing, copying, and other office administration tasks. Coordinates office activities and resources in support of business consulting and analysis activities.

Minimum Education: High school diploma.

Degree and Experience Requirement Equivalencies

Required Education	Actual Education Obtained	Additional Years of Experience Credited the Employee
MA/MS	Ph.D.	4
BA/BS	Ph.D.	6
BA/BS	MA/MS	2
AA/AS	BA/BS	2
HS/GED	BA/BS	4

Figure 1: Additional educational achievements in excess of requirements can be substituted for experience requirements.

Actual Education	Required Education	Additional Years of Experience Needed for Education Requirements Equivalency
HS/GED	BA/BS	4
HS/GED	MA/MS	6
AA/AS	BA/BS	2
AA/AS	MA/MS	4
BA/BS	MA/MS	2

Figure 2: Additional educational in excess of requirements can be substituted for education requirements.

SECTION 5. LABOR CATEGORY RATES AND DISCOUNTS

GSS 2008 LABOR CATEGORIES AND HOURLY RATES

Item	Description	Hourly Rate
1	Program Manager	\$129.05
2	Project Manager	\$ 99.44
3	Subject Matter Expert – Level 1	\$107.20
4	Subject Matter Expert – Level 2	\$117.90
5	Subject Matter Expert – Level 3	\$138.82
6	Subject Matter Expert – Level 4	\$149.41
7	Junior Analyst	\$ 79.55
8	Analyst	\$ 87.33
9	Senior Analyst	\$102.97
10	Documentation Specialist	\$ 76.20
11	Administrative Specialist	\$ 56.96

Prices Effective September 18, 2008

The awarded rates include an additional 6% discount account for work being performed on “client site”. All discounts assume full-time coverage for applicable staff.

Clause I-FSS-969 Economic Price Adjustment – FSS Multiple Award Schedule (JAN 2002) is the clause incorporated into the contract for any future Economic Price Adjustment requests.